

# EXHIBIT 1

**From:** Rich, Michawn (CDC/OD)  
**Sent:** 30 Apr 2020 18:09:12 +0000  
**To:** Oury, Rachael; Bonds, Michelle E. (CDC/OD/OADC); Galatas, Kate (CDC/OD/OADC); Lepore, Loretta (CDC/OD/OCS)  
**Subject:** Rundown

#### DELIBERATIVE/PREDECISIONAL

All – below is a rundown of sorts that I put together for Rachael that may help her navigate the new role. We can discuss on the call today.

#### CDC Process

Internal media inquiries and discussion:

- Send the press inquiries to:
  - CDC IMS JIC (Joint Information Center) Media -2 [eocjicmedia2@cdc.gov](mailto:eocjicmedia2@cdc.gov)
  - Ben Haynes [fxq2@cdc.gov](mailto:fxq2@cdc.gov)
  - Kristen Nordlund [hok4@cdc.gov](mailto:hok4@cdc.gov)
  - Tom Skinner [tw3@cdc.gov](mailto:tw3@cdc.gov)
  - Cc: Loretta Lepore [phf7@cdc.gov](mailto:phf7@cdc.gov)
  - Cc: Michelle Bonds [meb0@cdc.gov](mailto:meb0@cdc.gov)
  - Cc: Kate Galatas [kkg2@cdc.gov](mailto:kkg2@cdc.gov)
- Every interview **MUST** be audio recorded.
- You need to approve all interview requests (print, tv, radio, podcast, etc) **BEFORE** they go to HHS or OVP for approval.
  - Just because there are outstanding requests or folks keep getting asked to do a particular interview does not mean it has to be fulfilled – (b)(5)
  - (b)(5)
  - **NOTE:** as a rule, do not send up requests that ask to do profile pieces – these are not allowed at the moment.
  - **NOTE:** as a rule, do not send up requests for Greta Van Sustern or anyone affiliated with Voice of America because of this: <https://www.whitehouse.gov/articles/amid-a-pandemic-voice-of-america-spends-your-money-to-promote-foreign-propaganda/>

For Dr. Redfield media

- Loretta Lepore oversees all of his media and Tom helps her.
- Paul Fulton [kwf8@cdc.gov](mailto:kwf8@cdc.gov) is in charge of booking most of his interviews.
- These are the outstanding interview requests that we have for Dr. Redfield (b)(5)
  - (b)(5)
  - Larry O'Connor's Los Angeles Radio Show
  - AARP online interview
  - Current TV News
  - Magic 106.7 FM Radio in Boston, Mass
  - PBS Frontline in late May (this is a documentary piece and must be recorded closer to the air date).

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(b)(5)

- After you confirm an interview send a document to Loretta and Paul with this information:
  - Time of interview
  - Outlet
  - Whether it is live or taped
  - How long the interview will be
  - Reporter conducting the interview
  - Booker contact
  - Producer contact (if you have it)
  - On site contact
  - Topics
  - Location of interview
  - Parking directions if necessary
  - Biography of reporter conducting interview
- **NOTE:** Dr. Redfield can do FOX News, FOX Business, NBC, or CNBC interviews from the Hall of States Satellite Studio in D.C.
- **NOTE:** Dr. Redfield can do other interviews from the HHS studio in D.C. if it is available – sometimes he can bump someone if he is higher up on the leadership board.
  - Email Michael Wilker [Michael.Wilker@hhs.gov](mailto:Michael.Wilker@hhs.gov), Steven Hamberg [shamberg@hhs.tv](mailto:shamberg@hhs.tv), Karen Foster [kfoster@hhs.tv](mailto:kfoster@hhs.tv), Morgan Courbois [mcourbois@hhs.tv](mailto:mcourbois@hhs.tv), and Samuel Nix [Samuel.Nix@hhs.gov](mailto:Samuel.Nix@hhs.gov) to see if the studio is available.

For Dr. Schuchat and Dr. Butler media

- Ana Toro [pvq1@cdc.gov](mailto:pvq1@cdc.gov) is in charge of booking most of their interviews.
  - This is the only outstanding request we haven't booked for Dr. Butler (b)(5)  
(b)(5) FOX 5 Good Day New York

### **HHS Process**

- **NOTE:** The new HHS comms leadership wants to focus on local media.
  - Send any good local media stories to Brad Traverse [Brad.Traverse@hhs.gov](mailto:Brad.Traverse@hhs.gov)
- All press materials (releases, statements, etc.) need to be submitted to [releases@hhs.gov](mailto:releases@hhs.gov) for clearance
- All media inquiries (requests for interviews, written responses to reporter questions, etc.) need to be submitted to [interviews@hhs.gov](mailto:interviews@hhs.gov). These include any incoming that may come through FEMA to the HHS team embedded there.
- HHS will triage the submissions to determine which ones require (b)(5). Certainly, if you have a recommendation on that when you submit, please share that as well. Likewise, if you are contacted directly by (b)(5) with a request for a media inquiry, create or approve a press material, etc., please be sure to loop in HHS, so they can maintain situational awareness.
- Cc: Ben, Michelle, Kate, Kristen, Loretta, and Tom on emails to HHS that seek approval on interviews, releases, op-eds, etc.

### **OVP Process**

(b)(6); (b)(5)

(b)(6); (b)(5)

#### Daily FEMA Calls

- You will receive a daily email from someone in the JIC at CDC ([eocevent202@cdc.gov](mailto:eocevent202@cdc.gov)) with a rundown of press and events for the day around 9:30am. You can pull from that to report out on the daily 10:15am FEMA calls.
- You can also ask Loretta for Dr. Redfield's schedule to see if you can pull anything from that to report out on the FEMA call.
- Following each call, send your readout to Ben Haynes and Carrie Harmon [qbj2@cdc.gov](mailto:qbj2@cdc.gov). They send it to HHS at the end of the day up to HHS with other CDC items.

#### Op-ed Process

- Follow the CDC and HHS approval process above.
- Once approved by CDC and HHS, 

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  - (b)(5); (b)(6)
  - Attach the op-ed and provide this information in your email:
    - Topic:
    - Byline:
    - Target Audience:
    - Target Outlet:
    - Driver:
    - Three Key Messages:

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